

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Curriculum Instruction Accountability and Assessment
Monday, October 19, 2020
7:00 PM***

Open Meeting

You are invited to a Zoom webinar:

When: Oct 19, 2020 07:00 PM Eastern Time (US and Canada)

Topic: School Committee Curriculum, Instruction, Accountability, and Assessment, CIAA subcommittee, Monday, October 19, 2020, at 7:00 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_OBp-nKHHTEiX2FA_itXACw

After registering, you will receive a confirmation email containing information about joining the webinar.

Public Comment

Superintendent Evaluation Process

Reopening matters

Letter from Arlington Human Rights Commission

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Len Kardon, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to

participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

ATTACHMENTS:

Type	File Name	Description
Reference Material	Conducted_by_Remote_Participation_us.pdf	Conducted by Remote Participation
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation checklist
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Open Meeting

Summary:

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Town of Arlington, Massachusetts

Public Comment



Town of Arlington, Massachusetts

Superintendent Evaluation Process



Town of Arlington, Massachusetts

Reopening matters



Town of Arlington, Massachusetts

Letter from Arlington Human Rights Commission

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	AHRC_July_2020_data_concern_on_racial_disparities.pdf	AHRC letter

To: Arlington School Committee

From: Arlington Human Rights Commission

Submitted by: Sharon Grossman, Co-Chair, Arlington Human Rights Commission

Date: 7/5/2020

Over the course of two meetings held by the Arlington Human Rights Commission (AHRC) Schools and Education Working Group (which included Commissioners and members of the community), student and staff issues and data related to diversity, equity, and inclusion were discussed and explored. At a subsequent AHRC meeting on June 15, 2020, the full Commission voted to submit a report with concerns and requests to the Arlington School Committee (ASC).

There was overall agreement that, while data that has been presented to the community from various sources has been different, there is significant concern related to disproportionality in the disciplining and achievement of students of color within the Arlington Public Schools (APS). While the AHRC acknowledges that there has been much work done by the SC and the APS, more must be done to address these persistent racial disparities. In addition, communication to the community and parents/guardians needs to be enhanced.

As advocates within our community who are charged with educating the public and working in partnership with other town departments, the AHRC respectfully requests that these issues be addressed and explored by the SC and APS with an outline of outcomes and metrics to meet those goals. Specific actions that we request, and include some of which that have begun, are:

- The SC includes issues related to diversity, equity, and inclusion, and academic and discipline racial disparities on its agenda regularly, particularly since not all parents/guardians are comfortable or knowledgeable about coming to the SC.
- The SC and/or APS publicly shares timely data on discipline, including in- and out-of-school suspensions and in-school detentions, with the AHRC and the public.
- The SC assigns the following tasks to a subcommittee in which members of the AHRC can participate:
 - Continue to report and review data regarding discipline.
 - Outline the policies, procedures and philosophy of the student discipline practices within the APS. These would include evidence-based practices, reasons and rationale for suspensions, consistency, accountability, and addressing drug-related incidents.

- Address how Social Emotional Learning is being implemented within the schools, its consistency, a way to increase cultural competency and decrease implicit bias for students and staff, and aligns with discipline practices.
- Discuss the climate for staff of color. A goal of the district is to increase diversity of staff and concerns have been raised about the ability to retain staff of color, particularly given the recent difficulty in having uncomfortable conversations raised by a former staff member.
- Discuss the role of School Resource Officers and how it relates to the need for more skilled mental health trained staff.
- Address the need to intensify and be transparent in communication, specifically as it relates to discipline, social emotional learning opportunities, training of staff, and implicit bias training.

We thank you for your continued attention to these important matters.



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Len Kardon, Chair